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HRe-Source

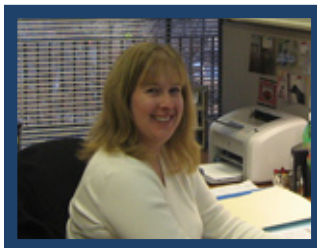
HR Quarterly Newsletter

January - March 2009

Newsletter for Staff and Faculty at the University of Arkansas

HR Spotlight

New Human Resources Employees



Leah Williams became the Compensation Programs Administrator on September 22, 2008. She administers leave for the university (FMLA, Catastrophic Leave, BASIS, etc), completes salary surveys, and assists with classification.



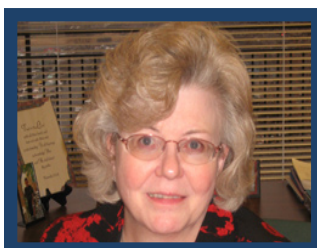
Kristin Jones assumed the position of front desk reception for Employment on October 20, 2008. She provides general HR Information, applicant assistance, and I9/Drug Free Form assistance.



Anna Isfalt is an Employment Specialist who moved into her current position on October 23, 2008. She is responsible for applicant prescreening interviews, the job opportunities web site, and vacancy notifications.



Heidi Thompson has been HR's Benefits Accountant since March 17, 2008. Her many services to the university include benefits accounting and reporting, presenting the Benefits portion of Orientation, and signing authorizations for loans repurchases and withdrawals.



Randie (Moranda) Pate transferred from Continuing Education to Human Resources on August 18, 2008 as a Project Specialist. She manages the Extra Compensation process for the Fayetteville campus and works with the Dual Career Employment Network.

A few of the names and faces in Human Resources have changed and/or moved within the department over the past few months. Please help us welcome these employees and take note of who specializes in what in order to meet your Human Resources needs.

Certificate Programs

Human Resources Certificate Program

Are you interested in developing skills for career success and creating a network of contacts with other University employees? Do your job responsibilities include filling vacant positions, entering new employees into BASIS, monitoring payroll, entering hourly or overtime, or reporting leave? If you answered "yes" to these questions, the Human Resources (HR) Certificate Program is an opportunity for you!

The HR Certificate Program is a series of four workshops covering HR-related transactions for each stage of employment at the University of Arkansas: the prospective employee, the new hire, the current employee and the terminating or retiring employee. The program provides 'nuts and bolts' instruction to administrative professionals on campus. Participants who complete the program will receive a certificate of achievement and a resource manual of HR processes and procedures.

Two HR Certificate Programs were offered during 2008. The next program is scheduled for:

Dates: January 28, February 4, 11, 18
Time: 12:30 – 4:30 p.m.
Location: ADMN 410
Fee: \$50 per person.

Registration is limited. To request additional program information that includes an application for participation, please contact ***HR.Training@uark.edu*** or 479-575-4432.

Congratulations to Recent Graduates of the HR Certificate Program



**HR Certificate Program Participants
Pilot Program, June 2008:**

Left to right, back to front: Heather Edge, Army ROTC; Yvette Robinson, Industrial Engineering; Stacey Doran, Arkansas Union; Mary Powers, Math; Skyler Litsey, Walton College; Linda Lancaster, University Housing; Kim Neyman, Human Environmental Sciences; Jeff Banks, Mullins Library; Jennifer Ross, Chemical Engineering; Dawn Hefley, Facilities Management.

Not pictured: Nancy Simkins, Human Environmental Sciences; Rebecca Williams, Greek Life.



HR Certificate Program, Fall 2008:

Left to Right: Lisa Frye, Management; Wanda Parr, Biological Sciences; Gladys Capraru, Development; Pam Heinzl, Student Affairs; Sandra Perrodin, Financial Affairs; Carol Brooks, Poultry Science; Debra Brooks, Poultry Science; Juanita Muckleroy, Arkansas Union; Cheri Freeland, Student Media; Marti Thomas, Journalism; Donna Johnson, Physics; Hershel Hartford, Communication; Karen Thibodeaux, School of Social Work.

Supervisor Development Program

The Supervisor Development Program is held twice per year - once in the spring and once in the fall. In this 50-hour program, each participant attends a half-day class once a week for 10 weeks in addition to 10 hours of prerequisites. The goal of the SDP is to promote excellence in selecting and managing the University's work force. It is a serious commitment on the part of the participants and their supervisors with payoffs that extend far into their careers by providing them with resources, networking, and skills that enable them to be better supervisors.



Congratulations to the Fall 2008 SDP graduates, pictured from left to right: Fred Wages, University Information Technology Services; Jeanie Fox, University Development; Aaron England, University Housing; Dell Stevenson, Facilities Management; Jim Barker, University Housing; Jamie Loftin, Walton College of Business; Tom Sluppick, University Housing; Mary Wyant-Hiebert, Pat Walker Health Center; Phillip Blevins, Student Financial Aid; Carolyn Hicks, Facilities Management; Leah Williams, Human Resources; Beth Eagles, Pat Walker Health Center; Vicky Watkins, Agricultural and Extension Education; Bryan Haines, University Police; Glenn Miller, Print, Mail, Copy Solutions; Stacy Crotser, Walton College of Business; Jeffrey Mellon, Athletics; Robyn Hook, Student Development; James Brown, Athletics; Adam Waddell, Transit; Anthea Chan, Registrar; Karen Vestal, Registrar; Quincy Spencer, First Year Experience; and LaShonya Robinson, University Housing. Not pictured: Pat Berger, Athletics; Debbie Clark, Alumni; Nick Daehn, Student Financial Aid and Mary Powers, Mathematical Sciences.

Registration is limited and there is a fee. To request additional program information that includes an application for participation, please contact ***HR.Training@uark.edu*** or 479-575-4432.

Diversity Certificate Program

The Diversity Certificate Program began recognizing those who fulfilled their requirements in May 2006. Currently, there have been 12 Diversity Certificate Recognition ceremonies with 90 University of Arkansas employees earning certificates. The requirements of the Diversity Certificate Program include 20 hours of combined classroom training, self-study, community service, and a written Personal Impact Statement that specifies his or her plan to personally further goals of diversity and inclusion on campus.

On November 20, 2008, 12 employees earned their Diversity Certificates. Pictured back row from left to right: Simon Chua, University Housing; Linda Lancaster, University Housing; Dawn McFeeters, University Housing; Emily Ironside, International Students and Scholars; Rose King, University Housing; front row: Linda McClelland, University Housing; Stephanie Haase, University Housing; Elizabeth Bruhn, University Housing; Debbie Power, University Housing.

Not pictured: Beverly A. Bartz, University Housing; Stacey Doran, Arkansas Union; Rosa J. Edwards, Office of Student Involvement & Leadership



There is no registration for the Diversity Certificate Program. It is self-paced and allows for variety in approaches. For more information, please read the requirements at <http://hr.uark.edu/Diversity/CertificateProgram/> or contact Dana Collins at danac@uark.edu or 575-6103.

Get to Know Your Human Resources Department: HR Forum

**Wednesday, February 25th, Arkansas Union Ballroom South,
10:00 a.m. – 12:00 p.m.**

University of Arkansas Human Resources is here to help you with your benefits, payroll, training, and/or further employment needs. We want you to get to know us. The purpose of the HR Forum is to introduce you to HR staff, provide examples of how we can help you, share information on new legislation, policies or practices that may affect University employees, and provide an opportunity for questions and answers. In fact, if there's a question or concern that you would like to have addressed during the HR Forum, you don't have to wait to let us know. Simply select HR Forum under the category menu from our feedback site: <https://hr.uark.edu/feedback/>.

This session would be of particular interest to benefits-eligible faculty and staff, but all employees are welcome. University departments are encouraged to send at least one representative to this session. Refreshments will be served. To reserve a space at the HR Forum, please register online at <http://hr.uark.edu/Training/TrainingCalendar.asp>

New and Not-So-New Employee Social

You are cordially invited to attend a reception to welcome new employees and help them meet others on campus. Please join us!

When: Friday, March 6, 2009
3:00 – 4:30 p.m.

Where: Janelle Y. Hembree Alumni House, Sturgis Hall
Parking will be available across Razorback Road in Lot 44.

RSVP: On-line at <http://hr.uark.edu/Training/TrainingCalendar.asp>,
or contact Employee Development Program at 575-4432.

RazorTemps

Do you need a working solution? RazorTemps can keep your department running smoothly during employment shortages by providing qualified, knowledgeable and professional employees to fill your short and long term needs and vacancies.

The RazorTemps office will provide the following services all while saving you money. They will recruit, interview, screen, hire and manage your temporary employee plus complete all employment paperwork and process payroll for your RazorTemp employee.

If you need more information on how RazorTemps can help you fill your employment shortage...call or email Carol Jones (cjones@uark.edu or 479-575-3962) in Human Resources.

"RazorTemps has been a super resource for us! We often give a very short notice when we need a temporary employee. RazorTemps has never failed in responding to our request within hours. They have provided people who are professional, confident and courteous."
- Judy Kendrick, University Housing



RazorTemps

Your Working Solution

A Division of the University of Arkansas Human Resources

Updating Your W-4 on the Web

Many of us have been anticipating being able to update our W-4 on the web. This function is now available in webBASIS. While most employees can use this function, those who claim *Exempt* status must fill out a paper W-4 on the form that is specific for the year exempted. Many non-residents will still need to complete a paper W-4 at the time they meet with the Non-Resident Tax Coordinator. Only those who are considered a "resident for tax purposes" will be able to update the webBASIS W-4.

After signing in to webBASIS at <http://www.uark.edu/basis/>, select "My Pay", then select "Income Tax Withholding (W-4)". Follow directions that are given, or if you have trouble, contact Payroll at 479-575-4851.

Recent Promotions - Congratulations!

<u>Name</u>	<u>Budgetary Unit</u>	<u>Title</u>
Christopher Bell	ZONE	Skilled Trades Helper
Benjamin Doudna	PLUM	Skilled Trades Helper
Darrick Gragg	PLUM	Skilled Trades Helper
James Hamilton	POWR	Skilled Trades Helper
Natalie Cramer	ELCT	Apprentice
Pamela Lasiter	INEG	Administrative Assistant II
Jackie McClure	BLGM	Athletic Facility Supervisor
Jackie Micheletto	EDUC	Accountant
Robert Moler	PLUM	Skilled Trades Worker
Tyler Morgan	GAR	Equipment Mechanic
Wade Mosley	GRAS	Equipment Operator
Robert Pierson	PLUM	Apprentice
Jeremy Raines	TREA	Accounting Tech II
Denise Rohr	MULN	Library Academic Tech II
Bryan Samplawski	ZONA	Skilled Trades Helper
Jay Shackelford	PLUM	Skilled Trades Foreman
Jennifer Williams	CIED	Administrative Assistant II
Adam Zorzin	BLGM	Computer Support Specialist I - I

Welcome!

New Hires Since September 2008

Name	Hire Date	BUCd	OccTitle
Jesse Anderson	10/20	PLSC	Secretary II
Carlos Avila	12/2	ENTO	Post Doctoral Associate
Shane Barker	12/1	FCAC	Academic Counselor
John Bignar	10/1	ANSC	Program Technician
Kelly Biller	11/9	BLGM	Mtnce Worker II
Kevin Bourke	11/24	HOUS	Skilled Trades Worker
Pamela Bowers	10/20	STFA	Financial Aid Officer II
Jesse Bowman	10/1	CNZA	Custodial Worker II
Shanda Branson	9/23	PRSV	Repro. Tech. Spec.
Jeremy Buck	11/17	EDRE	Research Associate
Jane Burleson	12/8	ISYS	Admn. Assistant I
Timothy Burnett	10/8	HOUS	Skilled Trades Foreman
Cheryl Bynum	11/1	CNZE	Custodial Worker II
Darrin Calamese	9/24	REGR	Computer Sup. Spec I - I
Coy Carr	10/1	CNZF	Custodial Supervisor I
Melissa Casteel	11/17	HES	Program Technician
Laura Cate	11/17	UDEV	Develop./Advance. Mgr
Jessica Cedillo	9/22	ARDO	Secretary I
Rebecca Clark	12/1	HOUS	Accounting Tech II
Blair Clark	10/6	HOUS	Secretary I
Taj Cobbs	10/6	SSS	Student Dev. Specialist
Cooper Cooper	9/15	UREL	Dev./Advance. Spec.
John Cornelius	9/14	HOUS	Skilled Trades Worker
Tim Cotten	9/14	BLGM	Ath. Facility Supervisor
Bo Counts	9/29	BKST	Assoc. Bookstore MGR
Amanda Curry	11/10	PARK	Parking Control Officer
Keith Davison	10/20	ZONB	Skilled Trades Worker
Jaclyn de Koff	12/1	NTCS	Administrative Asst. I
Jennifer DeMoto	10/16	HLLB	Laboratory Assistant III
Diane Didier	9/24	ARON	Dir of Admn and Plann
Darlene Ditzler	12/1	CNZE	Custodial Worker II
Jeffrey Dowdy	11/10	PARK	Parking Control Officer
Rhonda Duckett	12/8	HOUS	Secretary I
Mona Dyer	10/6	CHBC	Secretary I
VaShond Eason	10/20	SSS	Student Dev. Specialist
Katy Evans	10/20	DSTU	Student Dev. Specialist
Donald Faulkner	9/17	UITS	Security Analyst I
Robert Ford	8/18	DRAM	Instructor
Allison Foxworth	11/4	MGMT	Secretary II
Marissa Fugate	10/6	SSS	Student Dev. Specialis-
Lacey Garner	12/3	ASCR	Secretary II
Yonas Ghebregiabher	10/8	WCOB	Research Associate
Shakira Gilbert	11/10	LAWD	Admissions Analyst II
Joshua Godfrey	10/6	SEST	Agriculture Lab Tech.
Matt Goldberg	11/3	SDEV	Academic Counselor
Hannah Gray	9/2	SWRE	Program Technician
Steve Green	9/15	BAEG	Program Associate
Daniel Green	12/1	SCSW	Secretary I
Erin Griffin	10/1	UITS	Computer Tech. I - Ins
Steve Halbrook	7/28	AEAB	Departmental Chair
Teryl Hampton	12/1	SDEV	Academic Counselor
Roy Hatcher	11/17	UITS	Comp. Lab Tech II - Inst

Name	Hire Date	BUCd	OccTitle
Nora Heath	9/14	BLGM	Coordinator of Housekeeping
Changbae Hyun	10/7	PHYS	Post Doctoral Fellow
Anna Isfalt	10/23	HMRS	Personnel Assistant II
Jimmy Jackson	9/22	MULN	Library Academic Tech II
Vishal Jain	9/22	FDSC	Post Doctoral Associate
Walter Jefferson	11/1	CNZB	Custodial Worker II
Monica Jones	12/1	BOGA	Academic Counselor
Kristin Jones	10/20	HMRS	Personnel Asst I-Inst.
Kim Killion	11/17	AERO	Secretary II
Cora Lanphere	12/1	MULN	Library Academic Tech II
Cheryl Larkin	10/20	SERE	Accountant
Young Lee	11/1	FDSC	Post Doctoral Associate
Sarah Lehnem	9/23	BISC	Post Doctoral Fellow
Markeeta LeRay	10/29	CHBC	Secretary I
Faith Lessner	10/1	BISC	Research Assistant
David Lewis	11/3	LLIB	Computer Sup Spec II - Inst
Erin Lewis	9/15	UDEV	Administrative Assistant I
Dayong Li	9/22	PLPA	Program Associate
Lisa Lindsey	12/1	MULN	Library Academic Tech II
Wen-Juo Lo	8/18	CIED	Assistant Professor
Adrienne Lopez	12/1	UITS	Computer Technician II - In
Alex Lopez	9/17	ITEC	Systems Analyst II - Inst
Thuy Luong	11/3	BKST	Accounting Tech II
Travis Lynch	11/24	UITS	Computer Lab Tech I - Inst
Kari Maas	10/1	TRST	Institutional Bus Driver
Hilda Martinez	10/12	BLGM	Custodial Worker II
Kurtis Mason	10/20	FBPR	Program Coordinator
Charla McAnelly	10/1	CNZD	Custodial Worker II
Barbara McBryde	10/6	ASCR	Data Entry Specialist
Bobby McGarrh Jr	9/14	BLGM	Athletic Facility Superviso
Alice McKee	12/1	CPRU	Custodial Worker II
Michelle Meneley	10/5	GRAS	Mtnce Worker II
Sara Milillo	9/15	FDSC	Post Doctoral Associate
Valentina Mojica	11/3	HOUS	Custodial Worker II
Patrick Moss	12/4	TREA	Cashier II
Kamella Neeley	11/1	XASU	Program Technician
Doug Newcomb	11/3	CJI	Project/Program Director
Shohreh Noorbakhsh	11/3	HOUS	Secretary I
David Peachee	12/1	CVEG	Scientific Research Tech
Ingrid Perdew	9/2	PSYC	Post Doctoral Fellow
Spring Pinedo	10/1	ASCR	Data Entry Specialist
Katie Post	9/30	BOGA	Academic Counselor
Wei Ren	9/22	NANO	Research Assistant
Anne Reynolds	12/1	MULN	Library Academic Tech I
Timothy Robinson	11/17	HOUS	Computer Sup Spec II - Inst
James Romeis	10/13	CSES	Post Doctoral Associate
Donald Roper	8/18	CHEG	Assoc Professor
John Ross	9/22	CONS	UAF Construction Coordinator
Danielle Sexton	9/22	LLIB	Library Academic Tech III
Jay Shackelford	9/21	PLUM	Skilled Trades Worker
Nicholas Shapter	10/16	MASC	Computer Support Spec I - I
Misti Sharp	8/29	LAW	Research Assistant
Emily Striegler	11/19	UDEV	Administrative Assistant II
Michael Sturtevant	9/17	WCOB	Academic Counselor
Wilburn Summitt II	11/24	UITS	Computer Lab Tech II - Inst

Name	Hire Date	BUCd	OccTitle
Melissa Thomas	9/22	LAW	Administrative Assistant I
Elizabeth Thompson	10/20	STFA	Financial Aid Officer II
Mark Thornton	10/27	CHWS	Stationary Engineer
John Tucker	12/1	LFST	Research Program Associate
Jenifer Tucker	9/18	OFAA	Sr. Project/Program Director
Yulia Uryadova	8/18	HIST	Instructor
Dirk VanRaemdonck	9/22	EDRE	Research Associate
Beatriz Vizuth	10/12	BLGM	Custodial Worker II
Mike Waldie	10/13	INPR	Program Coordinator
Whitney Ward	9/14	BLGM	Skilled Trades Worker
Scott White	10/6	HLTH	Project/Program Manager
William Whiting Jr.	9/29	UDEV	Major Gift Development Officer
Marsha Williams	10/27	ARSC	Secretary II
Leah Williams	9/22	HMRS	Project/Program Specialist
Geret Wilson	10/12	BLGM	Custodial Worker II
Clyde Wood	10/20	ZONB	Stationary Engineer
Joshua Woodhouse	9/15	POWR	Apprentice Tradesman
Jingxian Wu	8/15	ELEG	Assistant Professor
William Wynne	10/16	GLUA	Mtnce Worker II
Dusty Zelk	11/3	BKST	Shipping & Receiving Clerk

Welcome Jenifer Tucker: New Compliance Officer

Jenifer Tucker has been hired as the compliance officer in the University of Arkansas Office of Affirmative Action. She assumed her duties Sept. 22. Tucker graduated Phi Beta Kappa and as a J. William Fulbright Senior Scholar from the University of Arkansas in 1990 with a B.A. in journalism and a B.A. in political science. After graduating from the University of Arkansas School of Law in 1993 with honors and as associate editor of the Arkansas Law Review, she served as a law clerk to the Honorable Chris Piazza. She served as a deputy prosecutor and was later appointed deputy counsel of appeals and hearings at the Arkansas Department of Human Services.